

**TOWN OF**

**DARIEN, CONNECTICUT**

**EMERGENCY OPERATIONS PLAN**

**ANNEX "D"**

**EMERGENCY PUBLIC INFORMATION**

Approved By:

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John W. Jordan, Director  
Darien Emergency Management

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Date

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Robert F. Harrel, Jr., P.I.O.

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Date

# DARIEN PUBLIC INFORMATION ANNEX

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## DARIEN PUBLIC INFORMATION ANNEX

### **I. PURPOSE**

1. To establish procedures to deliver emergency information to the mass media, and other means, in the event of a natural, human caused, or national security emergency/disaster.
2. To be prepared to respond in an emergency to all requests from the media, and the public, for life saving information and instructions.
3. To control the spread of rumors and false information.
4. To maximize the survival of people, prevent and/or minimize injuries, and preserve property and resources in the Town of Darien or relocation area by making use of all available manpower, equipment, and other resources in the event of natural, human caused, or national security emergency/disaster affecting the town.
5. The Emergency Public Information System provides for the dissemination of official emergency information to the public. It also provides instructions and information to support agencies and state agencies for coordination purposes. Information will be released from a designated location by a Public Information Officer to assure accuracy and to control rumors.
6. In the absence of a designated spokesperson, the First Selectman will personally control this function of Emergency Management.

### **II. SITUATION AND ASSUMPTIONS**

#### **Situation**

1. General Information:
  - A. The town is vulnerable to many types of disasters including; power failure, flood/flash flood, winter storm, coastal storm, hurricane/tropical storm, air accident, rail accident, tornado, and in transit hazardous materials incident/ accident. Thunderstorms, which might produce dangerous winds and tornadoes might appear with little advance warning.
  - B. Of the hazards cited in 1, A. above; it is expected that high profile disaster emergencies such as a hurricane, aircraft accident, and hazardous materials accidents requiring the evacuation of a large number of residents would require activation of the Emergency Public Information response organization.

## DARIEN PUBLIC INFORMATION ANNEX

- C. Special planning provisions have been made for the possibility of a hurricane/tropical storm, or severe coastal storm effecting the town. The town has the Connecticut Hurricane Evacuation Study (SLOSH Study) prepared by the U.S. Army Corps of Engineers and the Federal Emergency Management Agency. This plan is under a separate cover, and attached by reference.

### 2. Means of Dissemination - Identified Resources:

- A. Radio stations WEFX and WKHL-FM and WNLK and WSTC-AM are Emergency Alerting System stations authorized to remain on the air during a national security threat/emergency. WTIC and WDRC in Hartford, Connecticut are the EAS control stations for the state.
- B. Television stations WTNH-8, 8 Elm Street, New Haven, CT 06510; and WFSB-3, 3 Constitution Plaza, Hartford, CT 06103-1892 are the prime television stations for this area.
- C. There are two (2) newspapers published in the town; the Darien Times and Darien News-Review.
- D. Pre-scripted emergency information is located at the Darien Town Hall for use by the First Selectman and/or the Emergency Public Information Officer.
- E. Additional radio, television and newspaper outlets have the capability to support the town's Emergency Public Information effort.

### Coverage:

- F. OptimumTV cable television serves the Town of Darien. The cable company provides a wide range of state television stations and various national television networks and cable stations (i.e., CNN, MSNBC, etc.).
- G. The Darien Times and Darien News-Review are distributed throughout Darien by several means such as home delivery, retail stores, and street boxes.

### Vulnerability:

- H. The buildings that house both the Darien Times and Darien News-Review publishing facilities and OptimumTV headquarters are subject to power failures, and in transit (rail and interstate highways) hazardous materials accidents/incidents, which could interrupt or delay the issuance of emergency public information materials.

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- I. The town relies on voice telephone and facsimile machine for prompt contact with radio, television, and print media. If the situation requires it, public information materials can be delivered by a town emergency vehicle (i.e., police cruiser, etc.).

### Dependency:

- J. Darien is completely dependent on out-of-town radio and television media sources. Cable television is located in Norwalk, and radio stations are located in Stamford and Norwalk. The Darien Times and Darien News-Review are located in Darien.

### Audience:

- K. There are no groups of non-English speaking people which exceeds the planning threshold of 5 percent of the town's population. There is a Spanish speaking radio station (WCUM - Radio Cumbre) located in Bridgeport which can provide Spanish language public information, if necessary.
- L. Provision may be necessary to make Emergency Public Information available to the hearing and sight impaired. There is one convalescent home in the town, but no large shopping malls (or other similar area) which would require special notification of emergency information. Public and private schools in the town would receive emergency information from the Superintendent of Schools office. There are no large-scale tourist or recreational facilities in the town that would attract transient populations.

### Preparedness:

- M. Facilities are available at the Town Hall to provide emergency preparedness literature to the public. It is possible to augment Emergency Public Information dissemination in the event of a hazard that allows sufficient lead-time, i.e., a hurricane.

### Assumptions

- 1. Media:
  - A. The local media will cooperate in placing the community's need for Emergency Public Information ahead of the need for news coverage, at least in the initial warning and response phase of an emergency.
  - B. Some events, or even the anticipation of some events, can bring many reporters, photographers, and camera crews into an area; this will create a heavy demand on the Emergency Public Information, requiring augmentation. Media from outside the area will be interested less in details than in spectacle and "human interest" stories of universal appeal and quick impact.

## DARIEN PUBLIC INFORMATION ANNEX

### 2. The Audience:

- A. Some advanced warning will be received in all natural and human caused emergencies or disasters with the possible exception of tornadoes.
- B. Radio and television stations have emergency power and can operate in the event of power failures.
- C. Any public awareness campaign will not be 100 percent effective. This will be particularly significant in areas of the town that attract many tourists and transients.
- D. The people will want more information and will call town authorities to get it if possible.

## III. CONCEPT OF OPERATIONS

### A. General:

- 1. The Public Information Officer will be alerted by the First Selectman or the Emergency Management Director.
- 2. The Public Information Officer will alert the PIO staff.
- 3. When the Emergency Operations Center is activated, the Public Information Officer will report to the EOC when directed by the First Selectman or the Emergency Management Director, and perform the following tasks:
  - a. Set up information center.
  - b. Contact the media to announce the location of the official emergency information office. Initiate a significant actions recording system for future reference.
  - c. Collect, evaluate and disseminate information and instructions to the public (after coordinating with the Emergency Management Director and the First Selectman) related to protective measures, mass care and lodging facilities, evacuation routes, reception centers and feeding facilities, medical facilities, supplies to be taken by evacuees, etc.
  - d. Function as a central clearing center for other departments and divisions having emergency information for the public during the current crisis.

## DARIEN PUBLIC INFORMATION ANNEX

- e. Acknowledge and verify all reports for accuracy before communicating to the First Selectman.
- f. Research rumors to their source and counteract with official information.
- g. Attend all EOC briefings and assist in briefing on-site news teams, and respond to telephoned inquiries from the public.
- h. Maintain a file record of all news releases.
- i. Monitor radio and television programs.
- j. Establishing an office or phone bank for informing the public of places of contact for missing relatives, mass care centers, emergency services and restricted areas.

### B. Increased Readiness Phase:

#### ◇ Actions;

- 1. The PIO will coordinate with the First Selectman, Evacuation Coordinator, Mass Care Coordinator and Warning Coordinator to determine the status of plans and timing of actions.
- 2. The PIO will establish and maintain contact with the media, and provide preparedness information and any instructions, as cleared by the First Selectman.
- 3. The PIO will arrange for accelerated printing of camera-ready EPI material (e.g., evacuation instructions/maps and Family Protection Program leaflets), if needed to supplement/restock existing print material.
- 4. The PIO will ensure distribution of printed materials to broadcast media, to pre-selected locations (e.g., grocery stores), and/or via newspapers.
- 5. The PIO, or public information staff, will monitor the media.
- 6. The PIO will augment public inquiry and/or media relations staffs, if needed. The PIO will set up any additional facilities for EPI operations (e.g., separate telephone bank or media center) with support from the Communications Coordinator.

## DARIEN PUBLIC INFORMATION ANNEX

◇ Message Content, Pre-Impact as Time Permits;

1. The type of hazard threatening the town.
2. The estimated area and time of impact.
3. Property protection measures (e.g., sandbagging, taping windows, etc.).
4. The contents of a disaster supply kit for surviving 72 hours.
5. Evacuation instructions (departure time, routes, mass care facility locations, etc.) if feasible to evacuate.
6. Instructions on how to protect and care for young children, pregnant women, and senior citizens.
7. Instructions on how to protect and care for companion and farm animals (location of animal shelters, provisions and requirements, e.g., use of leashes or cages for transportation of companion animals, etc.).
8. Other “do’s and don’ts” if it is not feasible to evacuate, such as stay indoors, close all doors and windows, etc.
9. How (and how often) town officials will be in touch with the public during the emergency.
10. Telephone numbers for specific kinds of inquiry (if staffed).

◇ Limited Warning Available;

1. The PIO will coordinate with the First Selectman and Evacuation Coordinator to determine what protective action will be taken, (limited) evacuation or in-place shelter.
2. The PIO will complete “stand by” EPI instructions with particulars of the event. Also, coordinate with the Warning Coordinator to ensure warning system (e.g., EAS, route alerting, door-to-door canvassing) is activated and ensure EPI is being disseminated.
3. The PIO will contact the media to repeat and update initial warning (especially if not provided through EAS), and provide EPI contact name(s) and telephone number(s).



## DARIEN PUBLIC INFORMATION ANNEX

4. The PIO (or staff) will monitor the media.
  - ◇ Message Content, Pre-Impact Messages with Limited Warning Available;
1. A description of the hazard and the kind of risk posed to people and property.
2. Identify the area at risk and the predicted time of impact.
3. Provide protective action instructions. These may be for special groups such as school children, as well as the general public.
4. The message should reference any useful information at hand (e.g., in telephone book).
5. What the town government is doing or will do.
6. How (and how often) town officials will be in touch with the public during the emergency.

### C. After Impact (Recovery) Phase:

- ◇ Actions;
1. The PIO will establish and maintain contact with the media, and provide information and any instructions as cleared by the First Selectman or his designee.
  2. The Public Information staff will monitor media reports and telephone inquiries for accuracy, and respond as appropriate to correct rumors.
  3. The Public Information staff will augment public inquiry and/or media relations staffs, if needed. It will set up any additional facilities for EPI operations (e.g., separate telephone bank or media center) with support from the Communications Coordinator.
  4. Arrange for the printing of camera-ready EPI material (e.g., Family Protection Program leaflets and health and safety instructions), if needed.
  5. Ensure the distribution of printed materials to broadcast media, to pre-selected locations (e.g., grocery stores, etc.), to volunteer groups or other response and recovery personnel that may go into residential areas, and/or via newspaper.
  6. Compile a chronology of events file.

## DARIEN PUBLIC INFORMATION ANNEX

### ◇ Message Content;

1. Provide a current situation assessment.
2. Explain current town actions.
3. Provide survival instructions (for those affected or still potentially affected).
4. Explain how and where to get help for companion and farm animals.
5. Define how and where to get help (for those affected).
6. Provide health hazards information.
7. Identify restricted areas (for those not affected).
8. Provide telephone numbers for inquiries regarding survivors.
9. Explain what to do and whom to contact in order to offer help.
10. Furnish telephone number for donations offers and inquiries, accompanied by donations policy (“send money and make check payable to ”, critical needs include **X** but please don’t send **Y**..., package donations such and such way).
11. Tell how and how often the town will be in touch with the public during the emergency.
12. Provide instructions for evacuees to return home.

### ◇ Internal Coordination;

1. The Public Information Officer, and if deemed appropriate a Deputy PIO, will be designated by the First Selectman.
2. In the absence of a Public Information Officer (and Deputy) the First Selectman will act as PIO.
3. The Public Information Officer will become familiar with the Emergency Operations Plan (EOP) and this Annex. He will fulfill all public information requirements contained in the EOP and this Annex.

## DARIEN PUBLIC INFORMATION ANNEX

4. The Darien Emergency Operations Center (EOC) is located at Police Headquarters, Hecker Avenue. The alternate EOC is located at the Town Hall, 2 Renshaw Road.
5. When the Emergency Operations Center is activated, the Public Information Officer will report to the EOC when directed by the First Selectman, and perform the following tasks:
  - a. Set up information center.
  - b. Contact the media to announce the location of the official emergency information office. Initiate a significant actions recording system for future reference.
  - c. Collect, evaluate and disseminate information and instructions to the public (after coordinating with the Emergency Management Director and the First Selectman) related to protective measures, mass care and lodging facilities, evacuation routes, reception centers and feeding facilities, medical facilities, supplies to be taken by evacuees, etc.
  - d. Function as a central clearing center for other departments and divisions having emergency information for the public during the current crisis.
  - e. Acknowledge and verify all reports for accuracy before communicating to the First Selectman.
  - f. Research rumors to their source and counteract with official information.
  - g. Attend all EOC briefings and assist in briefing on-site news teams, and respond to telephoned inquiries from the public.
  - h. Maintain a file record of all news releases.
  - i. Monitor radio and television programs.
  - j. Establishing an office or phone bank for informing the public of places of contact for missing relatives, shelters, emergency services and restricted areas.
  - k. The PIO will provide instructions on how to protect and care for companion and farm animals (location of animal shelters, provisions and requirements, e.g. use of leashes or cages for transport of companion animals, etc.).

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1. The PIO coordinates with the Animal Care and Control Agency to obtain information for dissemination to the public on the appropriate actions that should be taken to protect and care for companion and farm animals, and wildlife during disaster situations.

6. Provisions will be made by the PIO for obtaining assistance from higher levels of government, credentialing media representatives to the incident scene (if it is safe to do so). The First Selectman, as CEO is responsible for implementing these provisions.

◇ Inter-Jurisdictional Coordination;

1. Local to Local.

The Public Information Officer, or in the absence of one the First Selectman, has the responsibility for coordination of neighboring cities and towns that rely on the same media sources

◇ Local to State.

Title 28, Chapter 517 of the Connecticut General Statutes, as amended; and the State of Connecticut Emergency Operations Plan define the framework for local and state coordination of Emergency Public Information. The First Selectman and/or the local PIO should coordinate their releases, and when necessary support for media relations with the State Public Information Officer if there is no declaration of a “State of Emergency” by the Governor. The closest of coordination is required between the local PIO and Governor’s press office if there is a declaration of a State of Emergency by the Governor.

◇ Local, State and Federal;

When a disaster threatens to overwhelm a state’s capability to respond and support its local governments, the federal government could be asked to deploy to the affected state under the provisions of the Federal Response Plan. The “FRP” calls for a maximum coordination of agencies’ (Federal, State, and local) information releases through a “Joint Information Center” (JIC) to ensure consistency and accuracy.

The JIC is a single location where the media can have access to information and Public Information Officers of various agencies can consult with one another. The resources of the JIC are available so that all levels of government may conduct public information activities together, using the same information and

not making inconsistent statements. If setting up a single JIC is not feasible; the Public Information Officers, decision makers, and news centers should be connected by electronic mail, facsimile machines and tele-phones creating a "Joint Information System," through which releases of information would be coordinated to ensure that all parties are using the most up-to-date and accurate data.

#### IV. **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### Organization

The Public Information Officer will be designated by the First Selectman. The Public Information Officer will become familiar with the Emergency Operations Plan (EOP) and this Annex. He will supervise the fulfillment of all public information requirements contained in the EOP and this Annex.

The First Selectman (CEO) is responsible for:

1. Serving as primary spokesperson before the media, or delegates this function to the Public Information Officer (PIO).
2. Giving final approval to the release of emergency instructions and information, or delegates this function to the PIO.
3. In cases where the Incident Command System has been established, provide policy guidance on the transfer of authority to release information from the ICP to the EOC should the incident exceed a pre-determined level.
4. Designating the location for media briefings (e.g., EOC conference room, etc.).
5. Approving the implementation of any special provisions for media convergence.

The Public Information Officer (PIO) has responsibility for:

1. Managing all aspects of Emergency Public Information (EPI) for the First Selectman.
2. Assuming the EPI functions delegated by the First Selectman.
3. Ensuring the timely preparation of EPI materials and their dissemination.

## DARIEN PUBLIC INFORMATION ANNEX

4. Ensuring that the public is able to obtain additional information and provide feedback (e.g., with hot line for public inquiries).
  - The PIO may establish a center for disaster welfare information, and cooperates with any Disaster Welfare Information (DWI) services provided by the American Red Cross (ARC).
  - Coordinates with appropriate officials (Mass Care Coordinator, Health and Medical Coordinator, etc.) to obtain necessary information.
5. Ensures the gathering of necessary information and timely preparation of news releases.
6. Briefs the public affairs officers who go to the incident site.
7. Schedules news conferences, interviews, and other media access (subject to any special media convergence provisions).
8. Supervises the media center.
9. Assigns print and broadcast monitors to review all media reports for accuracy.
10. Coordinates the rumor control activity.
11. At the request of the Resource Manager, obtains media assistance in disseminating information to potential donors on unmet needs, items that are not needed and should not be donated, cash donations policy, and other donation related matters.
12. Maintains a chronological record of disaster events.

The Emergency Manager has responsibility for:

1. Advising the First Selectman on when to disseminate emergency instructions to the public.
2. Assisting the PIO with news releases and rumor control.

The Emergency Alerting System stations have responsibility for:

1. Storing “canned” EPI messages (other than warnings) and disseminating this information at the PIO’s request.

## DARIEN PUBLIC INFORMATION ANNEX

2. Disseminating information when requested to do so by the First Selectman or his designee.

Local Media Organizations will:

1. Store/maintain advance emergency packets for release at the PIO's request.
2. Verify field reports of the emergency's development with the PIO.
3. Will cooperate in public education efforts.

The Superintendent of Schools will disseminate emergency information to school populations as appropriate.

The Resource Manager will provide the PIO with unmet needs requests from the Donations Team to be solicited from business and the public, as well as other donations-related information.

Voluntary Organizations will:

1. Provide support to public inquiry telephone lines, as requested by the PIO.
2. Provide support in disseminating printed EPI material, as requested by the PIO.

## V. ADMINISTRATION AND LOGISTICS

### A. Administration

1. The Public Information Officer and staff will review this Annex annually and update media lists, names of contacts, and make any other changes necessary to keep the activity current.

### B. Logistics

1. The Public Information Officer, in conjunction with the First Selectman and Emergency Management Director will develop a Standard Operating Procedure (SOP) to outline the measures to be taken to augment the "core" EPI staff to handle a surge in the public's and the media's demands for information.
2. The primary facility to be used by the Public Information Officer and staff will be at the EOC. If additional communications (e.g., telephone banks, etc.) and/or a larger "media center" are needed, the EPI function can be relocated to the Town Hall. The decision for moving to other facilities will be made by the First Selectman. The PIO will be responsible for developing SOP's to implement any change of facilities.

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3. The minimum necessary equipment and supplies are referenced below:
  - a. Map of the community, street directory, telephone directory (including Yellow Pages Directory).
  - b. Copies of the Community Shelter Plan (Mass Care Annex).
  - c. In Time of Emergency (H-14).
  - d. Media lists and telephone contacts.
  - e. Pencils, paper, message forms, marking pens.
  - f. Typewriter, ribbons and carbon paper, or computer, printer, and copy machine.
  - g. File cabinet.
  - h. Recent NOAA bulletins, DCPA weather tips, Part G - Chapter 5 (Actions during the Increased Readiness Phase) and CPG 2-8-F (Preparing Crisis Relocation Planning Emergency Public Information).
  - i. Any other supplies, including electronic recording equipment, necessary to accomplish the EPI mission.
4. Attachment 2 of this Annex references agreements with suppliers (e.g., printers) to augment EPI materials and supplies during an emergency. Also included are local media outlets with day and night points of contact.

## **VI. PLAN DEVELOPMENT AND MAINTENANCE**

The Public Information Officer and staff will review this Annex annually and update media lists, names of contacts, and make any other changes necessary to keep the activity current.

This Annex shall be reviewed and updated by the Public Information Officer as changes occur throughout the year. All changes in the Annex, its Attachments, Standard Operating Procedures and other necessary implementing documents shall be forwarded to the Emergency Management Director as they occur. At a minimum this Annex will be reviewed and updated every four (4) years. The Emergency Management Director shall decide whether or not an updated portion should be reproduced and sent to all holders prior to the completion of the four year review cycle.



**VII. AUTHORITY AND REFERENCES**

Authority for this Annex is contained in the Darien Emergency Operations Plan (EOP); Title 28, Chapter 517 of the Connecticut General Statutes as amended; 47 CFR, Part 73, Subpart G, Emergency Alert System, as amended; the Connecticut Emergency Alert System Plan (1997); and such Executive Orders and Town Ordinances as may be applicable.

This Annex will become effective upon the approval of the First Selectman and Emergency Management Director. When approved, this Annex will supersede any and all previously written and approved Emergency Public Information Annexes.

## DARIEN PUBLIC INFORMATION ANNEX

### Attachment 1

#### **PUBLIC INFORMATION STAFF**

| <u>TITLE</u>                  | <u>NAME</u>                         | <u>TELEPHONE (S)</u> |                 |
|-------------------------------|-------------------------------------|----------------------|-----------------|
|                               |                                     | <u>HOME</u>          | <u>BUSINESS</u> |
| First Selectman               | Robert F. Harrel, Jr.               | (203) 655-3076       | 656-7338        |
| Emergency Mgm't.<br>Director  | John W. Jordan                      | (203) 655-2856       | 656-7305        |
| Public Information<br>Officer | (will be chosen by First Selectman) |                      |                 |

## DARIEN PUBLIC INFORMATION ANNEX

### Attachment 2

#### **AREA NEWSPAPERS**

| <u>NAME</u>            | <u>ADDRESS</u>                   | <u>CONTACT</u> |
|------------------------|----------------------------------|----------------|
| The Stamford Advocate  | 75 Tresser Blvd.<br>Stamford, CT | (203) 964-2200 |
| The Darien News-Review | 6 Squab Lane<br>Darien, CT       | (203) 655-7476 |
| The Darien Times       | 4 Corbin Drive<br>Darien, CT     | (203) 656-4230 |
| The Hour               | 346 Main Avenue<br>Norwalk, CT   | (203) 846-3281 |

Attachment 3

**AREA RADIO AND TELEVISION STATIONS**

**RADIO STATIONS:**

WNLK-AM (1350)  
148 East Avenue, Norwalk, CT  
Telephone: (203) 838-5566

WKHL-FM (96.6)  
100 Prospect Street, Stamford, CT  
Telephone: (203) 327-1400

WSTC-AM (1400)  
100 Prospect Street, Stamford, CT  
Telephone: (203) 327-1400

WEFX-FM (95.9)  
148 East Avenue, Norwalk, CT  
Telephone: (203) 838-5566

**TELEVISION STATIONS:**

WTNH-Channel 8  
8 Elm St., New Haven, CT 06510  
Telephone: (203) 784-8888

WFSB-Channel 3  
3 Constitution Plaza, Hartford, CT 06103-1892  
Telephone: (860) 728-3333

OptimumTV Cable Television  
Norwalk, CT  
Telephone: (800) 783-8885

### **ALL TASKED ORGANIZATIONS**

“All tasked organizations” include those identified above, and all other government or private sector organizations that have been assigned tasking in the Emergency Operations Plan to perform response functions.

1. Maintain current internal personnel notification rosters and SOP's to perform assigned tasks.
2. Negotiate, coordinate and prepare mutual aid agreements, as appropriate.
3. Analyze needs and determine specific communications resource requirements.
4. Work with EOC communications coordinator to ensure equipment and procedures are compatible.
5. Identify potential sources of additional equipment and supplies.
6. Provide for continuity of operations.
  - Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
  - Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
  - Ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation. Alternative operating locations provide a means to continue organizational functions during emergency conditions.
  - Protect emergency response staff. This includes actions to:
    - ◇ Obtain, as appropriate, all necessary protective respiratory devices and clothing, detection and decontamination equipment, and antidotes for personnel assigned to perform tasks during response operations.

**ALL TASKED ORGANIZATIONS**

- ◇ Ensure assigned personnel are trained on the use of protective gear, detection and decontamination devices, and antidotes.
  - ◇ Provide security at facilities.
  - ◇ Rotate staff or schedule time off to prevent burnout.
  - ◇ Make stress counseling available.
  - Ensure the functioning of communications and other essential equipment. This includes actions to:
    - ◇ Test, maintain, and repair communications and warning equipment.
    - ◇ Stockpile supplies and repair equipment.
7. Provide information as requested by the PIO.
  8. Clear all emergency-related news releases with the town's PIO.
  9. Provide public affairs officers to support EPI activities, as requested by the PIO.
  10. Refer media inquiries to the PIO.